

**Documentation for Healthy Food Certification (HFC) under Section 10-215f of the Connecticut General Statutes**  
**SCHOOL YEAR 2016-17**

**Form 7 – School-made Foods Sold from Other Sources**

School: \_\_\_\_\_ District: \_\_\_\_\_ Town: \_\_\_\_\_  
 Name of Person  
 Completing Form: \_\_\_\_\_ Title: \_\_\_\_\_  
 Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 Phone (Day): ( \_\_\_\_\_ ) \_\_\_\_\_ – \_\_\_\_\_ E-mail: \_\_\_\_\_

**INSTRUCTIONS:** Only complete and submit this form if your district is listed on the CSDE’s handout, [Districts Required to Submit Lists of Foods and Beverages](#). **School-made foods** include foods that are either prepared from scratch using a recipe, e.g., entrees, soup, baked goods, cooked grains, vegetables; or that require some additional processing by adding other ingredients after purchasing, e.g., popping popcorn kernels with oil, making cookies from a mix and adding butter and eggs, and assembling a sandwich. For more information, see [Guidance on Evaluating School Recipes for Compliance with the Connecticut Nutrition Standards](#).

1. List all school-made foods sold from other sources (e.g., culinary arts programs, family and consumer sciences classes, afterschool programs, and recipient schools under interschool agreements), including snack items, baked goods, entrees, soups, cooked grains, fruits, vegetables, and all other a la carte food items. Document the food item, recipe used, portion size, and describe how the recipe was verified for compliance with Connecticut Nutrition Standards. If a U.S. Department of Agriculture (USDA) recipe is used, reference the USDA recipe number. If another recipe is used, document the source. Do not use abbreviations. Copy additional pages of this form as needed.
2. Scan this form with all recipes and completed CNS worksheets. The CNS worksheets are available on the CSDE’s [Evaluating Foods for Compliance with the CNS](#) Web page.
3. Name the file in this format: “<insert name of district> HFC FB List Other SM.” For example, “ABC District FB List Other SM.”
4. E-mail to [susan.fiore@ct.gov](mailto:susan.fiore@ct.gov) by **November 30, 2016**. In the e-mail subject line, indicate “<insert name of district> HFC FB Lists.” For example, “ABC District FB Lists.”

For additional information, see the CSDE’s handout, [Guidance for HFC Documentation](#).

Food Item	Recipe Used	Portion Size	Describe how recipe was verified for compliance with Connecticut Nutrition Standards	For State Use Only Approved
Low-fat Oatmeal Raisin Cookie	District Developed Recipe	1 cookie (1.5 ounces)	Nutrient analysis conducted using district nutrient analysis software; Missing values for sugar were calculated using the CSDE worksheet, <a href="#">Evaluating Recipes for Sugars</a> on the CSDE <a href="#">Evaluating Foods</a> Web page.	
Orange Rice Pudding	USDA Recipe C-33	½ cup	Missing values for sugar were calculated with district nutrient analysis software.	

Food Item	Recipe Used	Portion Size	Describe how recipe was verified for compliance with Connecticut Nutrition Standards	For State Use Only Approved

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All HFC documentation forms are available on the [HFC Documentation Forms](#) Web page.